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01012 JHEND

25X1

12 February 1987

**MEMORANDUM FOR: Deputy Director of Personnel for  
Policy, Analysis and Evaluation**

**VIA: Director of Training and Education**

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**FROM:**

**SUBJECT: Request to Restore Forfeited Annual Leave -**

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1. It is requested that approval be granted to restore 74 hours of forfeited annual leave for

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2. is an Instructor assigned to the Office of Training and Education Due to an Exigency of the Public Business which was declared by the Director of Training and Education on 8 August 1986, was unable to utilize her annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements

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3. In view of the above, it is requested that 74 hours of annual leave be restored for A copy of her leave request and subsequent denial is attached.

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**Attachments:**

- A - Memo
- B - Earnings and Leave Statement
- C - Application for Leave and Disapproval

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**SUBJECT: Request to Restore Forfeited Annual Leave**

**CONCUR:**

25X1

[Redacted Signature]

Director of Training and Education

**24 FEB 1987**

Date

**APPROVED:**

Deputy Director of Personnel for Policy,  
Analysis and Evaluation

Date

**Distribution:**

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Orig - Return [Redacted]

1 - DD/OP/PA&E, w/atts

✓ 1 - D/OTE Chrono, w/o atts

1 - C/PB/OTE, w/atts

1 - OTE Registry (Dummy), w/o atts

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1 - [Redacted]

1 - [Redacted]

1 - [Redacted]

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DA/OTE [Redacted] :ss (12Feb87)

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